

# **Attendance Policy**

The School considers course attendance to be an essential requirement throughout all levels of the course programme. A commitment to attend all sessions whenever possible is considered necessary both from the point of view of the student's individual learning and also their commitment to participate in course exercises, in particular skills practice trio sessions which involves working with peers in an on-going agreed capacity.

## **Attendance Policy Criteria**

1. Applicants are expected to attend 100% of the course in-person and must therefore ensure they can attend all course dates and residential weekends, prior to application for Level 2, 3 and 4. If an applicant already has a holiday booked during course term times then they should delay their application to the next scheduled course.
2. Attendance in-person at residential weekends is compulsory and therefore non-attendance will result in failing the course unless the student can provide written valid medical evidence.
3. Upon accepting a place on the course students should not book any holidays or make arrangements which prevent them from attending course dates and submitting assignments on due dates.
4. Students should aim to attend all course sessions and must arrive in plenty of time so they are ready for the beginning of the course session. Continued lateness will be noted on the Attendance Record and will accumulatively count towards non-attendance.
5. A min of 80% attendance is mandatory across all course units for course completion at all levels of the course, including the PD Group at Level 4. If a student does not meet this requirement they will automatically be withdrawn from the training programme and fail their current level of training.
6. Whilst the student may miss up to 20% of the course dates and still pass the course these permitted non-attendance days should be strictly reserved for unexpected extenuating circumstances only, e.g. family bereavement or illness including Covid-19 or flu like symptoms.

**The maximum number of non-attendance sessions that can be missed is as follows:**

- **Level 2 : 1 session**
- **Level 3 : 4 sessions**
- **Level 4 : 4 sessions per year**

During Level 3 & Level 4 if a student misses 3 sessions then the Course Leader/PD Group Facilitator informs the Course Director who raises this concern in writing with the student concerned.

7. Should a student have to unavoidably take a non-attendance day for any reason other than illness, then they should inform the tutors in writing well in advance of the event, ensuring a minimum of 2 weeks' notice, so that the tutors can plan the management of course delivery with minimal disruption to other students. This will enable time for discussion between the tutors and the student regarding how they intend to still meet coursework deadlines during this period of absence.
8. Students who are unable to attend a course session due to an unexpected eventuality e.g., illness should inform their personal tutor and support person of their absence before the start of the session. The support person should notify the tutors accordingly and collect any course material on their behalf. Any non-attendance days should not be taken consecutively, however certain exceptional circumstances such as significant ill health or maternity leave may necessitate the maximum allowance being taken off consecutively. In this situation it would depend on what section of the course the student would miss as to whether or not they were still able to pass the course, e.g., attendance at a final skills practical assessment session is mandatory.
9. The only circumstances in which a Level 3 or Level 4 student can miss more than 20% of the course, and still potentially pass the course, is if they are required to take a mandatory break from training due to being deemed not fit to participate/practise by the team. Provided the student is able to obtain a medical sick note then a max. of two missed sessions would be allowed in addition to the annual attendance allowance, i.e., a total of 6 sessions/year. If the student is unable to provide this medical evidence, then the stipulated time off would be included within the normal annual allowance.
10. Any student who is withdrawn from any level of the course solely due to not meeting the attendance requirement would be able to reapply again in the future. They would however have to follow the application procedure and if successful would be required to pay the full course fees. Any student who wishes to apply for the next level of the course programme but has demonstrated a lack of commitment through not adhering to any of the attendance policy criteria may have this information shared on their training reference, if deemed a significant contributing factor by their personal tutor.